



City of Chicago

Business Affairs and Consumer Protection

Public Vehicle Operations Division • 2350 W. Ogden, First Floor • Chicago, IL 60608
312-746-4200 • BACPPV@CITYOFCHICAGO.ORG • WWW.CHICAGO.GOV/BACP

2020 LIVERY LICENSE RENEWAL INSTRUCTIONS AND CHECKLIST

RENEWAL APPOINTMENTS

Annual license renewal period for livery licenses begins on NOVEMBER 1, 2019.

Each livery company is scheduled for a renewal appointment at:

Public Vehicle Operations Division - Business Affairs and Consumer Protection
2350 W. Ogden Avenue, 1st Floor, Chicago, Illinois 60608

The date and time of your appointment is listed on the 2020 RENEWAL APPOINTMENT & VEHICLE INSPECTION NOTICE enclosed in this packet. You must appear at your scheduled appointment time with proper renewal documents completed and the license renewal fee. Only an individual licensee, a registered corporate officer or LLC member, or an Illinois licensed attorney authorized by the licensee may renew a livery license on behalf of the licensee.

Requests to change a license renewal appointment or combine multiple renewal appointments must be made in writing by sending a request to BACPPV@cityofchicago.org. All requests must be submitted via email to BACPPV@cityofchicago.org at least two weeks prior to the scheduled appointment. NOTE: Licensees who fail to keep their renewal appointment (or fail to reschedule it in advance of the appointment) will be subject to a Renewal Appointment Re-Schedule Fee of \$25.00. All livery licenses expire on December 31, 2019. The consequences of failing to timely renew your City of Chicago licenses include, but are not limited to, expiration of your licenses and termination of any and all interests you have in those licenses.

DEBT AND HOLDS

All debts owed to the City of Chicago must be resolved **before** you renew your livery license. If your account has holds, a Hold Notice will be included as part of this package. Resolution instructions are included in the Hold Notice. Debt holds include, but are not limited to, taxes and parking violation fines. Any debt posted to your account after the date of the Hold Notice must also be satisfied prior to renewal.

RENEWAL DOCUMENTS CHECKLIST

The following documents must be completed and submitted at the time of your renewal appointment:

1. CERTIFICATE OF GOOD STANDING / FILE DETAIL REPORT - Submit

If the license(s) is in the name of a corporation or LLC, the licensee must provide a Certificate of Good Standing from the Illinois Secretary of State or a Corporation or LLC File Detail Report downloaded from the Secretary of State Web site indicating that the corporation or LCC is in good standing. Proof of Good Standing must be dated after October 1, 2019.

2. LICENSE RENEWAL & OWNERSHIP VERIFICATION FORM – Complete & Submit

The information provided on this form must correspond to corporate minutes or operating agreement previously submitted to BACP. Discuss any discrepancies with a BACP staff member at your renewal appointment.

If you wish to make changes to your corporation's officers or shareholders, you must submit a Change of Officer application and pay the applicable change of officer addition or removal processing fees.

3. IDOT INSPECTION SHEET - Submit

You must submit an Illinois Department of Transportation inspection sheet indicating that the vehicle has passed inspection for each vehicle being renewed. Only inspection sheets dated after June 1, 2019 will be accepted.

4. INSURANCE – Submit

Licensees must submit a Certificate of Insurance indicating the minimum mandated coverage for 2020 to BACP's Public Vehicle Operations Division, 2350 W. Ogden, 1st Floor, Chicago, IL 60608 at their renewal appointment. No new licenses will be issued without proof of insurance.

Certificates of Insurance must be issued and signed by the insurance company providing coverage. All Certificates of Insurance must contain: (1) policy expiration date of December 31, 2020; (2) the public vehicle license number; (3) VIN number; (4) make, model and year of vehicle; (5) a 30-day written "Notice of Cancellation" statement listing "BACP's Public Vehicle Operations Division, 2350 W. Ogden, 1st Floor, Chicago, IL 60608" as the additional insured and certificate holder; (6) and, when applicable, a statement that any vehicle modifications and/or additional equipment is covered by the insurance policy.

BACP will immediately suspend the license of a licensee that fails to timely submit its proof of insurance or maintain required insurance coverage and such suspension will remain until a valid certificate of insurance is received. In addition, a licensee may be subject to fines and/or license revocation for a lapse of insurance or failure to submit proof of required insurance.

5. LICENSE RENEWAL FEE PAYMENT – Submit

At the time of their renewal appointment, applicants for license renewal must submit the full amount of the license renewal fee. The license renewal fee for each livery license is \$500.00.

Cash amounts over \$1,000.00 are not accepted. Personal checks are not accepted. The license fee may be paid by credit card, certified check or money order. Certified checks and money orders should be made payable to the "City of Chicago". In order to provide you with more efficient service, all certified checks and money orders should be completed, in full, and include the IRIS account number(s).